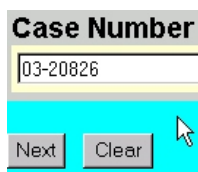**Notice of Motion/Application**

STEP 1   Select **Bankruptcy** from the **Main Menu**, then click on **Notices**.
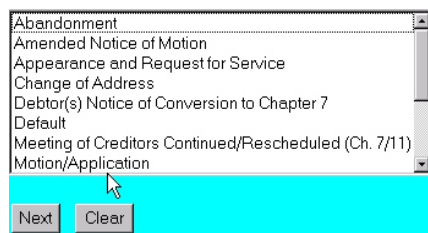
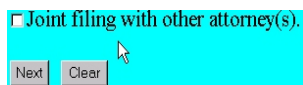**STEP 2**   The **Case Number** screen displays.

♦   Enter a **Case Number** and click on the **Next** button.

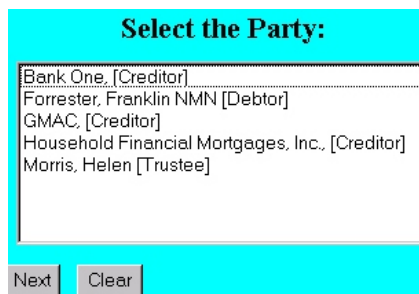**STEP 3**   The **Select the Type of Notice** screen displays.

♦   Scroll through the options and highlight **Motion/Application**.
♦   Click on the **Next** button.

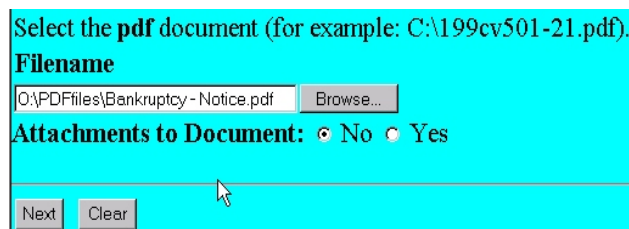**STEP 4**   The **Joint filing with other attorney(s)** screen displays.

♦   Click in the box filing a joint notice to add the additional attorney.
♦   Click on the **Next** button.

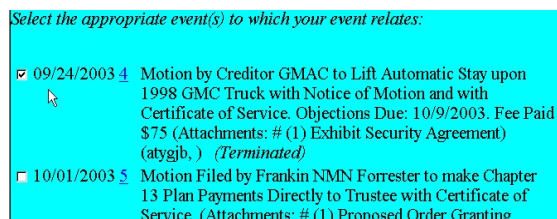**STEP 5**   The **Select the Party:** screen displays.

♦   Click on the party's name.
♦   Click on the **Next** button.

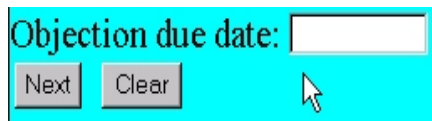**STEP 6**   The **Select the pdf document** screen displays.

♦   Type the path and file name in the blank box, or
♦   Click on the **Browse** button to navigate to the appropriate directory and file.

STEP 7   The **Select the Appropriate Event(s)** screen displays.
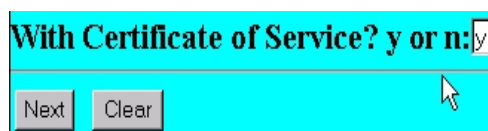

♦   Click in the box of the related event.
♦   Click on the **Next** button.

STEP 8   The **Objection Due Date** screen displays.
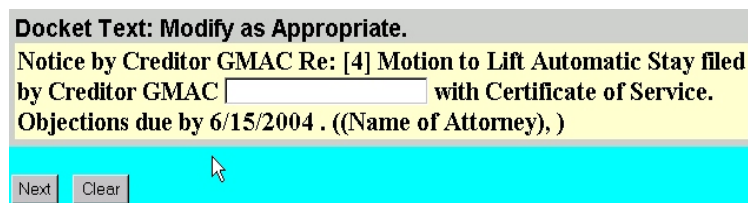
Objection due date: [ ]
Next   Clear

♦   Calculate the notice time in accordance to the type of motion in which it relates and type it in the box provided.
♦   Click on the **Next** button.

STEP 9   The **With Certificate of Service** screen displays.

With Certificate of Service? y or n: [y]
Next   Clear

♦   Enter a lowercase **'y'** in the text box if the notice contains a **Certificate of Service** or a lowercase **'n'** if no certificate of service is attached.
♦   Click on the **Next** button.

STEP 10   The **Docket Text: Modify as Appropriate** screen displays.

Docket Text: Modify as Appropriate.
Notice by Creditor GMAC Re: [4] Motion to Lift Automatic Stay filed by Creditor GMAC [ ] with Certificate of Service. Objections due by 6/15/2004 . ((Name of Attorney),)

Next   Clear

♦   Add additional text if appropriate.
♦   Click on the **Next** button.

STEP 11   The **Docket Text: Final Text** screen displays.

> **Docket Text: Final Text**
>
> **Notice by Creditor GMAC Re: [4] Motion to Lift Automatic Stay filed by Creditor GMAC with Certificate of Service. Objections due by 6/15/2004. ((Name of Attorney),)**
>
> **Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.**
>
> Next   Clear

♦   Verify the *Final Docket* text. If correct, click **Next**.
♦   If the *Final Docket* text is incorrect, you must click on your Browser's **Back** button to correct your entries.
♦   To abort or restart the transaction, click on the *Bankruptcy* hyperlink on the *Menu Bar*.

STEP 12   The **Notice of Electronic Filing** screen will display showing the essential data for this filing. Scroll down to view the entire receipt.

> Notice of Electronic Filing
>
> The following transaction was received from (Name of Attorney), entered on 6/1/2004 at 1:38 PM EDT and filed on 6/1/2004
> **Case Name:**   Franklin NMN Forrester
> **Case Number:**   2:03-bk-20826
> **Document Number:** 46
>
> **Docket Text:**
> Notice by Creditor GMAC Re: [4] Motion to Lift Automatic Stay filed by Creditor GMAC with Certificate of Service. Objections due by 6/15/2004. ((Name of Attorney),)
>
> The following document(s) are associated with this transaction:
>
> **Document description:** Main Document
> **Original filename:** O:\PDFfiles\Bankruptcy - Notice.pdf
> **Electronic document Stamp:**
> [STAMP bkecfStamp_ID=1019576470 [Date=6/1/2004] [FileNumber=13638-0] [063c81b9c2511c19df76ca5bc7e6ca294da17ab433bea7859f357e98f05239024b6947 df3422adcf0c74ffcd78b9984fbb62a96ab733493acbb9ca8eb3ed9c34]]